



STATE OF ARIZONA
DIVISION OF EMERGENCY
MANAGEMENT



RECOVERY SECTION

STANDARD OPERATING PROCEDURES

PUBLIC ASSISTANCE PROGRAM

SECTION 3

LOCAL & COUNTY DECLARATION



**STATE OF ARIZONA
DIVISION OF EMERGENCY MANAGEMENT
PUBLIC ASSISTANCE PROGRAM
STANDARD OPERATING PROCEDURES**



LOCAL/COUNTY DISASTER DECLARATION

I. CITY/TOWN/POLITICAL SUBDIVISION RESPONSE

Primary responsibility for response and recovery to an emergency rests with local government agencies. When a community has responded and recovery is within their local resources, the process stops.

When local resources are overwhelmed by the magnitude of damage, the community first turns to the county for assistance. Within 24 hours of the disaster, it is the responsibility of the affected local jurisdiction to compile a damage assessment and complete the Incident Information Questionnaire. Copies of the completed forms are to be submitted to the next highest jurisdiction. These forms are intended to be an overview estimation of areas within the local jurisdiction(s) that have immediate needs and are to be surveyed to determine the extent of damage.

Local jurisdictions should maintain an up-to-date list of critical facilities which includes AIRPORTS, SCHOOLS, HOSPITALS, SEWAGE AND WATER TREATMENT FACILITIES, NURSING HOMES, BRIDGES, and DAMS. These facilities may be contacted to identify the degree of damage sustained by them, if any. They may maintain lists of additional special facility types such as recreational facilities and senior centers.

If assistance is required, the local political subdivision should submit the following items to the county along with their request:

- An Emergency Resolution
- A completed Incident Information Questionnaire
- A completed Preliminary Damage Assessment
- A copy of jurisdiction's current budget

Links to the following forms can be found within Section 21 of this PASOP

ADEM Incident Information Questionnaire
Property Damage Assessment Site Summary
Preliminary Damage Assessment Site Estimate
PDA Checklist

*ADEM will assist, when requested, in completing the forms and assessments.

II. COUNTY RESPONSE

When a county has responded and recovery is within their resources, the process stops.

If they are overwhelmed by the magnitude of the damage, the county may request assistance from the state. At this point, the County Emergency Manager should contact cities and towns within the county to determine if they require additional assistance.

III. COUNTY REQUEST FOR STATE ASSISTANCE

A county emergency resolution must include the cause, location and date(s) of the incident, describe the damage caused by the incident and why the incident is above and beyond their capability to sufficiently respond and/or recover.

The County Emergency Resolution is supported by a current damage assessment, a completed information questionnaire (for each affected locality) as well as an overall damage summary. These items will be submitted to the Director of the Arizona Division of Emergency Management along with an application for state assistance.

Within 24 hours of the disaster, it is the responsibility of the affected local jurisdiction emergency manager(s) to compile a damage assessment and complete the Incident Information Questionnaire. Copies of the form are to be submitted to the next highest jurisdiction.

When seeking assistance from the state, the county will need to complete and submit the following:

- Application for State Assistance
- Emergency Management Director's Checklist for affected Cities & Towns
- Emergency Resolution(s)
- Preliminary Damage Assessment (summary and site forms)
- ADEM Incident Information Questionnaire for each affected locality
- PDA Checklist for each local jurisdiction as well as the county
- Copies of each jurisdiction's current budget (including the county's)

[Links to the forms listed above can be found within Section 21 of this PASOP](#)

*If the county does not wish to issue an emergency resolution and request assistance of the state, a political subdivision may apply directly to the Director of the Division of Emergency Management for assistance.



**STATE OF ARIZONA
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STANDARD OPERATING PROCEDURES

COUNTY EMERGENCY MANAGER CHECKLIST

- ✓ Contact:
 - Incorporated cities
 - Towns
 - Political subdivisions
 - Sheriffs Office
 - Special districts
 - Potentially eligible Private Nonprofit Organizations within the county
- ✓ Potential applicants complete:
 - Emergency Resolution
 - Completed Incident Information Questionnaire
 - Completed Preliminary Damage Assessment
 - Copy of jurisdiction's current budget
- ✓ Date and time of Applicant's Briefing
- ✓ Local jurisdictions required representatives:
 - Elected Official
 - Applicant Agent
 - Emergency Manager
 - Finance Manager
 - Payroll Department Supervisor
 - Departments responsible for completing work
- ✓ Date and time of Kick-off Meeting
- ✓ Local jurisdiction's required lead contact representatives:
 - Identify and repair damaged areas
 - Prepare Project Worksheets
 - Track and validate costs
 - Oversee project status

Sample Local Emergency Declaration

TOWN OF MARANA

FOR IMMEDIATE RELEASE

PUBLIC INFORMATION
 (520) 382-1903
 (520) 382-1901 (FAX)

DECLARATION OF A FLOODING EMERGENCY

At approximately 1600 hours yesterday, July 31, 2006, Marana Mayor Ed Hones met with U.S. Congressman Jim Kolbe and Pima County Deputy Administrator for Public Works John Bernal to declare the existence of a flooding emergency within the Town limits of Marana. This declaration of a local emergency (see attached) will enable Marana to request and receive state and federal aid for any affected areas damaged by the flooding from the Tortolita Fan and the Santa Cruz River.

ROAD CLOSURE UPDATES

With the receding of the flood waters, the Town of Marana has been able to reopen virtually all roadways to traffic once again. The only exceptions include the Ina Road Bridge and the road approaching the Trico-Marana Rd. Bridge, which Pima County still has closed. The Town would like to notify residents that the bridge across Ina Road will likely remain closed for at least a few days until it can be inspected for safety by a structural engineer. The Town will work as quickly as possible to reopen Ina Road in this area, but safety is our top priority.

BANK PROTECTION HOLDS

Furthermore, the Town would like to recognize the contribution of the Santa Cruz River Bank Protection in averting a potentially larger disaster. Despite the higher water levels in the River yesterday as compared to the flood of 1983, the areas of Marana within the scope of the bank protection remained dry. The Town of Marana thanks former Marana Mayor Ora Mae Harn and Pima County for their work in making bank protection, especially along Continental Ranch, a reality. The Town would also like to thank Pima County Supervisor Sharon Bronson, the Pima County Flood Control District, U.S. Congressman Jim Kolbe, City of Tucson Mayor Bob Walkup, the Southern Arizona Red Cross, Arizona Rangers, Marana VIPs and all of our other neighbors and partners who pledged their support during the emergency.

SAFETY REMINDER

The Town of Marana would like to remind residents to be aware of all low-lying areas, washes and roads with flooding potential. Drivers should never attempt to cross running water in their vehicles and should comply with all emergency personnel instructions in the field. Furthermore, residents who notice rising water or potential hazards are asked to call the Pima County Sheriff's Road Closure hotline at (520) 547-7510.

CONTACT:

JESSICA ZIEGLER, COMMUNITY RELATIONS

(520) 382-1903 ~ (520) 382-1901 (FAX)

JZIEGLER@MARANA.COM ~ WWW.MARANA.COM

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Sample County Proclamation

AUG-02-2006 13:57

HZ DIV OF EMER MGMT

6023927028

P.01

RESOLUTION NO. 2006 - 214

RESOLUTION OF THE PIMA COUNTY BOARD OF SUPERVISORS TO PROCLAIM THE EXISTENCE OF A FLOOD EMERGENCY

WHEREAS, Southern Arizona, including Pima County, has experienced heavy rains and the National Weather Service is predicting continued rain; and

WHEREAS, such rains have caused severe flooding, endangering life and property within Pima County; and

WHEREAS, these conditions have created a situation of extreme peril to the health and safety of the citizens of Pima County; and

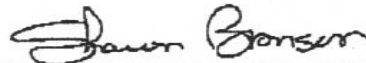
WHEREAS, A.R.S. §26-311 authorizes the Chairman of the Pima County Board of Supervisors, when an emergency is deemed to exist, to declare a local emergency.

NOW, THEREFORE BE IT RESOLVED that the Chairman of the Pima County Board of Supervisors is authorized to declare, by proclamation, that a flood emergency exists within Pima County, effective immediately.

BE IT FURTHER RESOLVED that the appropriate County officers and employees are authorized to seek the resources and financial assistance of the State of Arizona for expenses associated with the preservation of the health, welfare and safety of its citizens and for repairs to the infrastructure for any affected area within the boundaries of Pima County.

PASSED and ADOPTED THIS 1st day of August, 2006, at Tucson, Pima County, Arizona.

Pima County Board of Supervisors



Chairman

ATTEST:


Clerk of the Board

APPROVED AS TO FORM


Deputy County Attorney

**PROCLAMATION OF THE
PIMA COUNTY BOARD OF SUPERVISORS
DECLARING A FLOOD EMERGENCY
WITHIN PIMA COUNTY**

WHEREAS, Southern Arizona, including Pima County, has experienced heavy rains beginning July 27, 2006; and

WHEREAS, predictions of continued rain are being made by the National Weather Service; and

WHEREAS, Pima County has experienced severe flooding, loss of property and damage to the public infrastructure throughout the County; and

WHEREAS, these conditions have created a situation of extreme peril to the health and safety of the citizens of Pima County; and

WHEREAS, the declaration of a local emergency will enable Pima County to request that the State of Arizona reimburse the County for expenses associated with the preservation of the health, welfare and safety of its citizens and for repairs to the infrastructure for any affected area within the boundaries of Pima County.

PURSUANT TO RESOLUTION 2006 - 214 BE IT PROCLAIMED that a flood emergency exists in Pima County, Arizona, and that the Pima County Emergency Operations Plan is hereby activated and in effect until further notice.

DATED August 1, 2006.



CHAIRMAN,
PIMA COUNTY BOARD OF SUPERVISORS

ATTEST:


Clerk of the Board